

MHSA COUNTY PLAN REVIEW PROCESS WORKFORCE EDUCATION AND TRAINING COMPONENT

MHSA Plan Review Process	Lead	Days
1. Receive plan at Workforce Education and Training Unit and log in	E&T	1
2. Complete administrative review for plan completeness <ul style="list-style-type: none"> Return to county point of contact if not complete 	E&T	3
3. Send copy of plan to OAC (as soon as practical) <ul style="list-style-type: none"> Agree with OAC on timeline to receive comments 	E&T	2
4. Receive comments from OAC <ul style="list-style-type: none"> OAC Review Team reviews and comments Review Team sends comments to DMH at least one week before DMH review team teleconference OAC posts Review Team's comments for review by Commissioners at least one week before monthly OAC meeting OAC approves comments at OAC meeting through Consent Agenda If OAC adds to or changes comments, revisions sent to DMH Review Team 	OAC	
5. Establish DMH review team and distribute plan, review tool, and OAC comments DMH review team members include: <ul style="list-style-type: none"> Education and Training Unit team leader Community Services Implementation liaison Client and family member liaison Office of Multi-Cultural Services liaison California Mental Health Planning Council representative Oversight and Accountability representative 	E&T	3
7. Schedule and conduct review team teleconference. <ul style="list-style-type: none"> If needed an additional teleconference may be conducted 	E&T	30
8a. Plans recommended for approval: <ul style="list-style-type: none"> Send draft summary and analysis to review team members for input. After receiving approved comments from the OAC and input from the review team, a plan summary, analysis and approval letter are prepared and sent to the Community Services Deputy and DMH Director for review and approval. Send copies of approval letter to County with copies of to review team and government partners. 	E&T	18

Total business days for E&T to process approved plans:

57

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8b. Plans needing additional information:	E&T	
▪ Schedule and conduct teleconference with county, to include review team members		15
▪ Prepare and send to county written teleconference summary and requested additional information/plan revisions (at least 5 days in advance of teleconference)		15
▪ Counties re-submit plan		
-Minor changes: DMH confirms change is made		
-Major changes: repeat steps 1-6		
▪ Once plan approved, initiate Step 8a		
9. Receive approved county plan at County Support Branch and log in.	SOC	1
10. Prepare contract amendment for DMH review and approval.	SOC	10
11. Upon contract execution distribute copies of contract amendment to Contracts, Accounting, County Operations, MHSA	Contracts	